

## **ADMINISTRATIVE AIDE**

**613**

**DEPARTMENT:** County Administration

### **NATURE OF WORK:**

This is highly advanced secretarial and supervisory work.

Work involves coordinating and supervising the clerical support functions for the offices of County Administration and the Board of Supervisors and performing a variety of complex secretarial and administrative duties for the Assistant County Administrator and County Administrator. Work is performed under the general direction of the Assistant County Administrator and the County Administrator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Represents County Administration on project teams, committees, etc., as assigned.

Coordinates work flow within the office; prioritizes and assigns work for the clerical staff; screens and distributes incoming mail; ensures that materials are routed to the appropriate person for action or review and are responded to within required time frames.

Provides training and supervision to clerical staff; reviews work as needed; completes performance appraisals and makes merit recommendations; coordinates clerical staff leave schedules to ensure that the office is covered at all times.

Answers telephone and greets visitors; ascertains nature of the call, answers questions or refers the inquiry to the appropriate person or department.

Screens telephone calls and visitors for the County Administrator and Assistant County Administrator; schedules meetings and appointments for both; coordinates travel arrangements and accommodations, including estimating costs, making and confirming registrations and reservations, preparing appropriate requests forms to secure funds and obtain reimbursements.

Schedules and coordinates arrangements for business meetings, luncheons, or breakfasts; arranges for rooms, refreshments, or meals; sends letters of invitations to guests; prepares materials, arranges for audiovisual equipment, or any other equipment or props needed.

Maintains County Administration Office filing system; sets up new files, files, and retrieves information; maintains various logs and schedules as needed.

Types a variety of correspondence, memos, forms, etc., utilizing word processing equipment as necessary; composes routine correspondence as required; takes minutes of meetings, transcribes, and prepares for distribution.

Prepares a report that describes current work plans, progress on issues related to the organization, future happenings, significant changes or impact that the members of the Board of Supervisors, media and support staff and managers should be informed about weekly.

Maintains the organization's Administration Regulations assuring the accuracy of content and distributing new regulations, revisions, and updates to the organization's managers, division directors and supervisors.

Supervises the volunteer intern.

Maintains personnel leave and attendance records for the County Administration Office; monitors employee evaluation schedule and merit ceiling.

Maintains inventory of office forms, supplies, and equipment; prepares purchase requisitions; coordinates with vendors for maintenance replacement and repair of equipment.

Maintains records of budget expenditures.

Monitors assigned budget line items; completes budget transfers as directed; assists in department annual budget preparation.

Performs duties of clerical staff members in their absence.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates standard office equipment including telephones, computer keyboard, calculator and copy machines.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the structure, programs, and policies of county government.

Thorough knowledge of office terminology, procedures, and equipment and of business math and English.

Considerable knowledge of basic bookkeeping principles.

Ability to type accurately at a reasonable rate of speed.

Ability to understand and carry out complex oral and written instructions.

Ability to make decisions in accordance with established procedures and policies.

Ability to perform office management details with minimal supervision.

Ability to plan and monitor the work of others.

Ability to establish and maintain harmonious working relationships.

Ability to deal effectively and courteously with the public, County employees, and related outside agencies.

Ability to maintain confidentiality of all information.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, including or supplemented by college or business school courses in secretarial science; associate degree or business school certification in secretarial science or related field preferred; five years of progressively responsible secretarial or office management experience, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.